

**RFTOP # 77**

**TITLE: Conference Support for a 6-day conference entitled "Pigment Cell Conference", September 2005.**

A. POINT OF CONTACT NAME: Anthony Revenis

Proposal Address:  
6011 Executive Blvd. Rm 529S  
Rockville, MD 20892-7663

Billing Address:  
Accounts Payable, OFM, NIH  
Bldg 31, Room B1B39  
Bethesda, MD 20892-2045

B. PROPOSED PERIOD OF PERFORMANCE: 07/29/02-07/31/03

C. PRICING METHOD: Time and Material. Firms should submit fixed hourly prices and an estimated number of hours for the types of positions that are likely to be needed for this work and a method for pricing other positions (consider a formula based on the employee's compensation rate). Firms should also propose a handling charge for pass through costs. Separate rates may be proposed for sub-contracts and consultants, if necessary.

D. PROPOSAL INSTRUCTIONS: Proposals should be submitted to the Point of Contact by e-mail. Please enter in the subject line the following text: "RFTOP #76 -- Proposal from [insert your firm name]." A signed task order form may be scanned and submitted or will be requested later from the successful bidder.

E. RESPONSE DUE DATE: Proposals are due no later than 10:00 PM EDT on August 5, 2002.

F. TASK DESCRIPTION:

This is a 6-day conference currently scheduled to be held from September 18-23, 2005 at the Natcher Conference Center on the NIH campus, and/or at an outside site depending on campus security and costs. There will be approximately 600 participants, audiovisual will need to be provided for speakers, and approximately 100 posters will be displayed throughout the length of the conference. This conference will have approximately 40-invited guest speakers, 25 of them foreign, and 15 domestic. Funding will likely span four fiscal years.

1. design and administer a Web site containing general information about the conference, and in the final year, allowing online registration, hotel reservations and abstract submission.

2. coordinate the invitation and attendance of invited guest speakers (the invitation list will be provided by the TOM (task order manager)).
3. prepare travel orders for invited guest speakers; travel will consist of transportation allowance, meals and lodging, with some honoraria.
4. confirm attendance and hotel reservation of each conference attendee as submitted via the web site, and deliver a summary of that to the TOM.
5. organize and format the scientific program and abstracts of conference for publication in a scientific journal (program and formatting instructions will be provided by the TOM).
6. coordinate Symposium and Concurrent Session layouts at Conference site and ensure audiovisual requirements for speakers are met.
7. coordinate rental and layout of poster boards as necessary.
8. coordinate plans and payment for an opening reception and a bus tour/Conference Banquet during the meeting.
9. Produce a conference folder for each participant, containing a name badge, a certificate of attendance, a list of preregistered attendees, a copy of the journal issue containing the program and abstracts, and other conference materials provided by the TOM.
10. Maintain an on-site registration / help desk throughout the course of the meeting.
11. Provide and handle payment for coffee service for am and pm breaks

G. EVALUATION FACTORS

I. Corporate Experience/Past Performance

Demonstrated successful experience in conducting this type of meeting. Please include information for reference contacts. Firms are encouraged to highlight similar topic and audiences in their experience.

The references provided by the contractor may be contacted to assess the contractor's: (1) record of conforming to specifications and standards of good workmanship; (2) adherence to contract schedules, including administrative aspects of performance; (3) reputation for reasonable and cooperative behavior and commitment to customer satisfaction; and (4) record of controlling and forecasting costs.

The evaluation will be based on information obtained from references provided by the contractor, other relevant past performance information obtained from other sources, and any information supplied by the contractor concerning problems encountered and corrective action taken.

The Government will consider the currency and relevance of the information, source of information, context of the data, and general trends in the contractor's performance.

## II. Staff

The offeror shall include resumes of key personnel.

## III. Cost

While price is not the most important evaluation factor, costs will be considered in determining the firm that represents the best value to the Government.

**Task Order #NICS-77**

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**PART II - CONTRACTOR'S REPLY:**                      **CONTRACT #263-01-D-0\_\_\_\_\_**

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST:

Pricing Method: FFP

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: \_\_\_\_\_  
Signature Date

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**SOURCE SELECTION:**

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM  
SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # \_\_\_\_\_

Appropriations Data: \_\_\_\_\_

RECOMMENDED: \_\_\_\_\_  
FAX # Signature - Project Officer Date

APPROVED: \_\_\_\_\_  
FAX # Signature - Contracting Officer Date

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**NIH APPROVAL -**

CONTRACTOR SHALL NOT EXCEED THE TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE  
CONTRACTING OFFICER & ICS COORDINATOR

APPROVED: \_\_\_\_\_  
Signature -Anthony M. Revenis, J.D., NIH-ICS Coordinator Date